

## INTERNATIONAL STUDENT SUMMER QUARTER FILING LEAVE OF ABSENCE (LOA)

*Please submit prior to the awarding of your degree and no later than September 1st*

Due to immigration regulations, international graduate students must either be registered in any Summer Session, or on a Summer Filing LOA to apply for OPT and complete their degree in the Summer Quarter. This also applies to international graduate students who are not applying for OPT, but who are completing their degree in the summer and will remain in the U.S. for more than 60 days after the last day of Spring Quarter.

The Summer Filing Leave of Absence (LOA) enables graduate students who have fulfilled all degree requirements except the final examination and filing of the master's thesis, doctoral dissertation, DMA supporting document, or completion of master's comprehensive examination or project to take a Summer Filing LOA in lieu of registering. All coursework and research must be completed and (if applicable) a substantial portion of the thesis/dissertation/DMA supporting document must be drafted prior to the Summer Filing Leave quarter.

### **Eligibility Criteria:**

- Must have been registered or on an approved Filing Leave of Absence the preceding Spring Quarter
- Must secure approval from the [Office of International Students and Scholars \(OISS\)](#) before applying
- Must be a terminal master's degree or credential student, or a doctoral degree student
- Coursework and research associated with the final degree milestone must be completed, and (if applicable) the thesis/dissertation/DMA supporting document must be substantially drafted

### **Terms and Conditions of a Filing Leave of Absence:**

- Petition must be submitted prior to the awarding of the degree and no later than September 1st
- Students traveling to a sanctioned country (Cuba, Syria, Iran, Ukraine, North Korea) during their leave must obtain approval from the Export Control Officer at: [exportcontrol@research.ucsb.edu](mailto:exportcontrol@research.ucsb.edu)
- Non-refundable Filing Fee is paid at the time of degree completion. The fee, one-half of the [Student Services Fee](#), is charged to the student's BARC account
- Students who are not in good academic standing, with a cumulative GPA below 3.0 or with units of unfinished coursework, may need to correct these deficiencies to be eligible
- Students who do not file by either of the [filing deadlines](#) in the summer will need to register, or go on a Filing LOA (if eligible) the subsequent Fall Quarter in order to complete their degree in the Fall Quarter
- Students cannot register in absentia following a Filing LOA
- Students enrolled in the graduate student health insurance plan in Spring Quarter will remain covered through the summer months. Please contact the [SHS Insurance Office](#) with any questions

### **Students *May be Eligible* to:**

- Hold student academic appointments (TA, GSR, Reader, Tutor) or other student appointment titles if registered the preceding spring quarter
- Receive a University summer fellowship stipend if registered the preceding spring quarter
- Use the [Recreation Center](#) for a fee

## SUMMER FILING LEAVE OF ABSENCE PETITION FOR INTERNATIONAL STUDENTS

Please read the [Leave of Absence](#) section of Graduate Division's website. A copy of the processed petition will be sent via email to student/department(s)

Name: \_\_\_\_\_ Perm: \_\_\_\_\_ International Student VISA: \_\_\_\_\_  
*Must obtain OISS signature below*

UCSB Email: \_\_\_\_\_ Major: \_\_\_\_\_ Degree Obj.: \_\_\_\_\_

Final degree requirement to be completed during the Summer Filing Leave of Absence (select one):

File my doctoral dissertation or DMA supporting document (*all research and substantial draft must be completed*) and final defense or waiver of defense

File my master's thesis (*all research and substantial draft must be completed*) and final exam (if applicable)

Complete my master's comprehensive examination or project

I will reside in the following country during my leave: \_\_\_\_\_

**If traveling to a sanctioned country (Cuba, Syria, Iran, Ukraine, North Korea), approval from the Export Control Officer must be obtained: [exportcontrol@research.ucsb.edu](mailto:exportcontrol@research.ucsb.edu)**

*I have read the leave of absence information and understand the terms and conditions associated with being on a Summer Filing Leave. By signing below, I confirm/acknowledge that:*

- I was registered or on a Filing Leave of Absence\* in the Spring Quarter preceding this leave request.
- I plan to complete my final degree requirement during the summer and am applying for OPT, or will remain in the U.S. for more than 60 days after the last day of Spring Quarter.
- If I do not complete my final degree requirement by either of the filing deadlines in the summer, I will need to register, or go on a Filing LOA (if eligible) the subsequent Fall Quarter in order to complete my degree in the fall.
- I will pay the Filing Fee, one-half of the [Student Services Fee](#), that will be charged to my [BARC account](#) at the time of degree completion.
- I've obtained approval from the Export Control Officer if traveling to a sanctioned country (Cuba, Syria, Iran, Ukraine, N. Korea)

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*If on an approved non-Filing leave of absence or lapsed spring quarter, students must register (and petition for reinstatement if lapsed) in a minimum of one unit during one [Summer Session](#) to be eligible for a summer degree.*

### GRADUATE PROGRAM APPROVALS

We have read the Summer Filing [LOA Terms and Conditions](#), and certify that as of the submission of this petition, the above student *has fulfilled all formal degree requirements for their final degree milestone, except for the:*

- Filing of doctoral dissertation or DMA supporting document (*all research and substantial draft must be completed*) and final defense or waiver of defense; OR
- Filing of master's thesis (*all research and substantial draft must be completed*) and final exam (if applicable); OR
- Completion of master's comprehensive exam or project

Research Advisor/Committee Chair: \_\_\_\_\_  
*Type or Print Name Signature Date*

Department Chair or Graduate Advisor: \_\_\_\_\_  
*Type or Print Name Signature Date*

OISS Representative: \_\_\_\_\_  
*Type or Print Name Signature Date*

### GRADUATE DIVISION:

- Approve  
 Deny

\_\_\_\_\_  
*Signature Date*

Graduate Division Notes: